

**TOWN COUNCIL
WORK SESSION MEETING**

Monday, November 4, 2019
7:30 pm
Municipal Building

Agenda

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Consent Agenda
 - a. Approval of the Meeting Minutes (October 16, 2019)
7. Public Period (limit 2 minutes for each speaker)
8. Report of Officers and Committees
 - I. Town Treasurer Report
 - II. Public Works Director Report
 - III. Circuit Rider
 - IV. Police Chief/Code Enforcement & Ombudsman Report
 - V. Town Administrator Report
 - VI. Council Report (Ward I; Ward II; Ward III)
 - VII. Mayor's Report
9. Legislation
10. New Business
11. Close Session
12. Adjournment

**Town of Forest Heights
Town Meeting – 8:00 PM
Wednesday, October 16, 2019
Municipal Building
Meeting Minutes**

Call to Order: 8:01 PM

Roll Call: CM Barnes, CM Kennedy II, CW Noble, CW Mann, CW Hines, CM Washington present; quorum established.

Moment of Silence:

Pledge of Allegiance:

Announcement by Council President CM Washington: The Town of Forest Heights held a closed session on the October 7, 2019 meeting at 9:50 PM for the purpose of discussing employee matters, the acquisition of properties for a public purpose, and consultation for legal advice. All councilmembers and the Mayor were present, accompanied by Town Attorney Kevin Best, Town Administrator Linwood Robinson, Town Clerk Sherletta Hawkins, and Chief of Police Anthony Rease.

Approval of Agenda: Motion to approve the agenda as amended by striking Resolution 61-19 from the agenda by CM Kennedy II; seconded by CW Hines; all in favor; motion passed.

Motion to approve the October 7, 2019 Meeting Minutes: Motion by CW Hines to approve the consent change from October 7, 2019; seconded by CW Mann; all in favor; motion passed.

Legislation

Resolution 62-19 A Resolution of the Mayor and Council of the Town of Forest Heights establishing the placement of traffic control devices along Shawnee and Sachem Drive in the Town of Forest Heights; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; motion passed; motion by CM Kennedy II to adopt Resolution 62-19; seconded by CW Hines; discussion; vote; (6) yes; (0) no; motion passed.

Resolution 63-19 A Resolution to purchase a 2016 fully-equipped Dodge Charger Pursuit from Brooking Industries, Inc.; and to purchase 1 used noptic camera from Ms. Martin Enterprises Inc; introduced by Mayor Habeeb-Ullah Muhammad; motion by CM Kennedy II to waive the full reading; seconded by CW Hines; motion by CM Kennedy II to adopt Resolution 63-19; discussion; vote (6) yes; (0) no; motion passed.

Resolution 64-19 Fiscal Year 2019 Budget Amendment; introduced by Mayor Habeeb-Ullah Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; motion by CW Hines to adopt Resolution 64-19; seconded by CM Kennedy II; discussion; vote; (6) yes; (0) no; motion passed.

Resolution 65-19 Fiscal Year 2020 Budget Amendment; introduced by Mayor Habeeb-Ullah Muhammad; motion by CW Hines to waive the full reading; seconded by CM Kennedy II; all in favor; motion by CM Kennedy II to adopt Resolution 65-19; seconded by CW Hines; discussion; the Town Treasurer clarified the changes made to fix a calculation error; vote; (6) yes; (0) no; motion passed.

Ordinance 05-19 (2nd Reading): An ordinance of the Mayor and Council of the Town of Forest Heights, Maryland revising Article 13 (Nuisances, Morals and Conduct) of the Town Ordinance Code, by changing, adopting, amending, or re-adopting certain provisions of said article including adopting revised Section 13.10 having a new catch phrase (pre-authorization of Police and Code Enforcement officers to enforce trespass statutes on private property) to authorize the same; and by amending and readopting the prior Section 13.10 as New Section 13.11 (Violations and Penalties) to provide alternative enforcement of same as a municipal infraction, and generally relating to nuisances, morals and conduct of persons located within the Town of Forest Heights; motion by CM Kennedy II to waive the full reading; seconded by CW Hines; all in favor; motion by CM Kennedy II to adopt Ordinance 05-19; seconded by CW Hines; suggestion by the Town Attorney to amend the ordinance to strike capitals from page 3; motion by CM Kennedy II to adopt Ordinance 05-19 as amended; seconded by CW Hines; vote (6) yes; (0) no; motion passed.

Public Period -- None

New Business: CW Mann asked if there had been an enclave created as a result of the annexation. Attorney Best explained the process of annexation and what areas had to not be included for liability purposes. CM Barnes proposed modifying the resolution concerning the Town's take-home vehicle policy to only include police officers. Attorney Best suggested that the legislative body discuss that at the next meeting. The Town Attorney answered questions about who had responsibilities over a strip of land owned by the State Highway Administration and the 1961 agreement between them and the Town.

CM Kennedy II announced the extension of the Haunted House to include October 25 and 26.

CW Hines stated she went to the MML Fall Conference and will copy the information to the rest of the council. She also announced the Safe Harvest Party on Saturday, October 19 from 6-9PM.

Motion by CM Barnes to amend the Town employee handbook and have the Town Attorney draw up an amendment to be voted on; seconded by CW Mann. Vote; (4) yes; (2) no; motion passed.

Closed Session: Motion by CW Hines to go into closed session; seconded by CW Mann- enter into closed session.

FORM OF STATEMENT FOR CLOSING A MEETING

Location: Town of Forest Heights, Maryland

Date: October 16, 2019

Time: 9:21 p.m.

Vote to Close Session:	YES	NO	ABSTAIN	ABSENT
Mayor Habeeb-Ullah Muhammad	[]	[]	[]	[X]
Councilman Calvin Washington	[X]	[]	[]	[]
Councilman Robert Barnes	[X]	[]	[]	[]
Councilwoman Cynthia Mann	[X]	[]	[]	[]
Councilman Jonathon Kennedy II	[X]	[]	[]	[]
Councilwoman Paula Noble	[X]	[]	[]	[]
Councilwoman Taunya Hines	[X]	[]	[]	[]

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article Section 10-508(a):

7. [] To consult with counsel to obtain legal advice:
10. [] To discuss public security, if the public body determines that the public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.

Persons attending closed session: CM Barnes, CM Kennedy II, CW Noble, CW Hines, CM Washington, CW Mann, Mr. Robinson Town Administrator, Mrs. Hawkins Town Clerk, Town Attorney Kevin Best; Police Chief Rease.

Motion to adjournment close session 9:48 p.m. all were in favor.

Town Meeting Adjournment 9:50p.m.

**Town of Forest Heights
Treasurer's Report
November 4, 2019**

- Updated -

	Bank Acct Balance <u>11/01/19</u>	Quickbook Balance <u>10/31/19</u>	Quickbook Balance <u>10/31/18</u>
TD Bank General Fund	506,119.50	474,889.69	510,232.69
TD Bank Rainy Day Fund	157,132.40	157,132.40	154,132.40
TD Bank Speed Camera	2,602,262.86	2,577,562.86	2,506,477.12
TD Bank Municipal Money Market	213,664.59	213,664.59	213,364.59
	<u>3,479,179.35</u>	<u>3,423,249.54</u>	<u>3,384,206.80</u>

General Fund Highlights:

1. Real Estate Tax distribution - \$623,409.47
2. Circuit Rider Town Manager Grant reimbursement - \$24,133.44
3. Comcast Franchise Fee received - \$3,689.73
4. Verizon Franchise Fee received - \$7,124.32
5. Verizon Peg Grant received - \$4,531.07
6. Local Income Tax Revenue received - \$15,493.86
7. MD Dept of Planning FY20 Census Grant distribution - \$29,500.00
8. Solar Energy rebate - \$396.18
9. Transfer of Funds from Speed Camera Fund to General Fund - \$205,000.00

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

November 2, 2019

Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

Town Infrastructure:

- **N. Huron Dr.**
In final contract negotiation with contractor Fort Myers.
- Pavement Corp will place a seal coat on the parking lot because of the patch, which will take place in early Spring of 2020).
- **Sachem Drive – Hill:**
 - Meeting on 11/15/19 with SHA District 3 Engineer about Sachem Drive hill and possible MOU. We are still unsure as to who the responsibility falls to for the repairing of the hill.
 - Faulkner Landscaping reduced the tension behind the silt fence by removing a portion of the fallen debris at the cost of \$1,500.00.DPW is in the process of researching/obtaining a Roadside Tree Care Blanket Permit for the town from DNR- Forest Service to be able to cut, trim trees in the town's ROW.
- DPW participated in the Fall Cleanup / Greenup.
- DPW installed Bike Rack at the Gathering Park. Benches should be installed during the week of Nov. 4th.
- Contractor walked with TA and DPW on Cree Dr. in order to "Mill and Resurface". The contractor submitted a proposal to be considered.
- **Rolph Dr.**
 - Stevens Maintenance has submitted a proposal of \$1,500 to service the five tree boxes on Rolph Dr. and train DPW for future service.

The Town of Forest Heights

Department of Public Works

Larry D. Vaughn, Director

Building Infrastructure:

606 Modoc: Cease work is in place

- POD to house donated furniture during 606 Modoc construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going). Strong wind blew a portion of the fence down. Long Fence was called in to repair and reinstall fence.
- DPW is now receiving proposals from contractors to paint upper level of the town hall.
- Upstairs kitchen sink had a leak and was repaired by Real Plumbers.
- In the process of locating Flooring and Tile distributors for an estimate of new tile in the main lobby.

Equipment Maintenance

- Need to replace Charging Station for electric cars. (looking into a possible grant to purchase the Charging Stations)
- Had chain on small chain saw repaired.
- The Linelazer 3900 Gas Airless Liner Striper has been purchased and delivered
- Checking all equipment for winter operations.

Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Calls in to PWD&T to cut/trim trees on Livingston Rd from Comanche Dr to Shawnee Dr. (pending)
- Calls in to PWD&T to repair pothole on Livingston Rd at Shawnee Dr. (pending)
- DPW part time position for Crewman has been filled. Mr. Donald Thole started on 10/28/19



Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- Preparation of upcoming grants:
 - Stormwater Mitigation Grant: Mr. Linwood and myself met with Ms. Natalia Sanchez during the last week of September to discuss moving forward with the Stormwater Mitigation project.
 - The University of Maryland Environmental Finance Center along with MOST is spearheading this project. We are moving forward with the Forest Heights Stormwater action plan submitted by myself and Mr. Vaughn. Ninety percent of our time will be spent working on the grant offerings from Chesapeake Bay Trust, National Fish and Wildlife Foundation, Department of Natural Resources, Department of Housing and Community Development, and lastly Prince George's County CDBG program year 46.
- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is looking to replacing 285 street lights with LED fixtures.
 - Talked to representatives from Maryland Smart Energy Committees (MSEC) and PEPCO representatives to discuss the costs associated with the installation of the first six lights (Town Hall parking lot (3 lights) and Arapahoe Drive (3 lights)).



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- Talk with representatives of MEA and PEPCO regarding the purchase, installation and cost of electric vehicle charging stations, this is an ongoing conversation.
 - Census Grant: Moving on with two more outreach programs, Hispanic Heritage Month and the Forest Heights Census kickoff.
 - Continuing to work with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons (ongoing).
 - Working with Housing Options & Planning Enterprises, Inc. (HOPE) on the Forest Heights Neighborhood Home Improvement Program (ongoing).

Completed CDBG Grant for sidewalk construction on Seneca Drive. Grant has been submitted and we are now waiting a response.

FOREST HEIGHTS POLICE DEPARTMENT OCTOBER REPORT

Incident Type	Total
911 DISCONNECT	34
ACCIDENT	6
ASSIST	1
BLS COMBINED	2
BREAK IN IN PROGRESS	1
BREAK IN REPORT	1
CDS COMPLAINT	2
CHECK WELFARE	3
CHECK WELFARE COMBINED	2
DEATH REPORT COMBINED	1
DISORDERLY	18
DOMESTIC	10
DOMESTIC W/ WEAPON	3
FAMILY DISPUTE	6
FIGHT	2
FOUND	1
GUNSHOTS	1
HIT AND RUN	3
LOCK OUT IN	1
LOST PROPERTY	2
MISC POLICE INCIDENT	5
NOTIFICATION	1
PREMISE CHECK	51
PROPERTY DAMAGE	5
REPORTED T/A ROBBERY	1
RESIDENTIAL ALARM	11
RESIDENTIAL PANIC ALARM	1
SCHOOL ALARM	1
STOLEN VEH	3
SUBJECT STOP	3
SUSPICIOUS AUTO	3
SUSPICIOUS OCC AUTO	7
SUSPICIOUS PERSON	6
THEFT J O	1
THEFT REPORT	2
TRAFFIC COMPLAINT	6
UNKNOWN TROUBLE	18
VANDALISM	1
VEHICLE ACCIDENT COMBINED	3
WARRANT SERVICE	1
Total Calls -->	230

Fortitude Honor Peacemaker Devoted

STATISTICAL REPORT

State Traffic Citations- 124

State Equipment Repair Orders-12

Parking Citations Issued-10

Arrest-4

Impounds-22

Reports-33

Citation Fees: \$8,255.00

Code Enforcement Report

CODE COMPLIANCE OCTOBER 2019

Date	VIOLATION Type	Amount	Location
10/1/2019	CODE COMPLIANCE	\$575.00	129 Onondaga
10/3/2019	CODE COMPLIANCE	\$700.00	215 N Huron
10/7/2019	COFE COMPLIANCE	\$500.00	215 N Huron
10/10/2019	CODE COMPLIANCE	\$100.00	5610 Ottawa
10/10/2019	CODE COMPLIANCE	\$1,100.00	52 Talbert
10/16/2019	RENTAL LICENSE	\$75.00	129 N Huron
10/21/2019	VACANT PROPERTY	\$250.00	19 N Huron
10/22/2019	CODE COMPLIANCE	\$250.00	16 cree
10/22/2019	RENTAL LICENSE	\$75.00	128 N Huron
10/22/2019	RENTAL LICENSE	\$75.00	204 Mohican
10/22/2019	RENTAL LICENSE	\$75.00	5616 Woodland
10/22/2019	CODE COMPLIANCE	\$300.00	103 Mochican
10/22/2019	CODE COMPLIANCE	\$200.00	5824 Shoshone
10/23/2019	COURT JUDGEMENTS	\$1,100.00	District Court
10/24/2019	CODE COMPLIANCE	\$900.00	5601 Livingston
10/29/2019	RENTAL LICENSE	\$75.00	5803 Sachem
Total:		\$6,350	

TOWN OF FOREST HEIGHTS
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN
October2019
Ombudsman Report
Ronald B Govan

For the month of October, the Town of Forest Heights had

- 1 Cancel Citation
- 5 late fee requests
- 1 transfer of liability
- 4 late fee dismissal
- 12flag release

New Town Employees

On October 28th, **Donald Thole** began work as the new part-time Crewman with the Department of Public Works. Mr. Thole will work approximately 20 hours each week and provide much needed support and assistance in this Department.

Donald has many years of experience as a self-employed handyman, as well as with construction and maintenance projects. He is very well known throughout the Town and lives on Ottawa Street. He will be an integral member of the team!

Marnishia Moore has been offered the vacant Healthy Heights Coordinator position. Ms. Moore, who resides in Forest Heights, will be responsible for coordinating the Healthy Heights program which includes projects, programs and events to benefit our seniors and youth in Forest Heights. She brings with her significant experience in administration and personal and social care of members of the senior population. She also possesses experience and many good ideas associated with youth and young adult projects. When talking with her, one can't help but notice the obvious passion she has for working with both seniors and young people. Among her talents, she is a CPR instructor as well.

Ms. Moore will be a valued member of the staff and begins work on November 12th.

Pre-Construction Meeting for North Huron Drive Sidewalk Construction Project

On February 22nd, the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian travel along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway. Bids were opened on April 19th at Town Hall. Three companies submitted bids and of the three, Fort Myer Construction Corporation was considered most qualified and chosen by the Town. The Fort Myer bid then went to the State Highway Administration for a closer look at qualifications before a contract could be signed. The Town received notice (Concurrence in Award Letter) in mid-July that SHA agrees with and approves our selection of Fort Myer, clearing the way to signing a contract.

The contract was signed by both parties and executed on October 9th. A pre-construction meeting marking the start of the construction process is tentatively scheduled for the first week of November.